

DEPARTMENT OF WORKFORCE DEVELOPMENT
DIVISION OF WORKFORCE SOLUTIONS
ADMINISTRATOR'S MEMO SERIES

NOTICE 03-02

ISSUE DATE: 01/17/2003
DISPOSAL DATE: 12/31/2003

RE: PARTIAL PERIOD
PERFORMANCE
REQUIREMENTS

To: W-2 Agency Directors

From: Mary C. Rowin /s/
Deputy Division Administrator

Since Wisconsin has a partial period contractor for W-2 services, the application and measurement of performance standards for a partial period contractor must be addressed for agencies that may transition into or out of a W-2 contract during the contract year. Here is how these mid-year contracts will be handled:

How would bonus dollars be calculated for departing agencies that end their contract mid-contract?

Any agency that leaves prior to the end of the contract would not be eligible for any bonus money.

How will the Department manage the measurement of the Performance Standards and the earning of Performance Bonuses for a W-2 agency with a contract start date after January 1, 2002?

- 1) Any agency that begins on or after July 1, 2002, will automatically be given the Right of First Selection as long as they meet the Contract Compliance performance standard for that agency and also meet the Financial Management Performance Standard as a W-2 provider.
- 2) Bonus money that is available will be pro-rated based on the number of months the incoming agency will have the contract.
 - a) The incoming agency would have the option of retaining the performance levels the outgoing agency had and would continue using the full 24 months in the final calculation.

- b) Point in Time (PIT) performance standards: The incoming agency may choose to count all data from the start of their contract, or request in writing within 6 months* of the start of their contract if they would like the first 3 months of their contract data to be waived.
- c) Contract to Date (CTD) performance standards – The following CTD performance standards: Assessment, Job Retention, Customer Satisfaction, Timely and Complete Processing of Extensions, Educational Attainment, and Earnings Gain, will allow the incoming agency to have all data from the start of their contract counted in the final calculation for the bonus dollars. Or, they will be allowed to request in writing within 6 months* of the start of their contract if they would like the first 3 months of their contract data to be disregarded.
- d) Contract to Date (CTD) – The Entered Employment CTD performance standard would be pro-rated target based on the start date of the incoming agency. (i.e. new agency starts on 7/1/02 and that would be 18 months left in a 24 month contract period. The Department would divide 18/24 into the Entered Employment base line of 35% and the new benchmark for the incoming agency would be 26.25%) The incoming agency would be able to choose if they would like their pro-rated target to be based on the actual months left from the start of their contract or a 3 month grace period subtracted from their pro-rated target. (I.e. agency starts 7/1/02 and they can decide if they want 7/1/02-9/30/02 counted or waived in the pro-rated calculation 15/24 and the benchmark would be 21.87%). The required Entered Employment Rate may not be less than 20%, regardless of the number of months the agency operates the program. The incoming agency would still maintain the departing agency's carry in population.
- e) The agency may not select different measurement periods for each performance standard. The agency's measurement period on all standards will begin at the start date of their contract; unless, they choose option a. above or they submit a written request for the 3-month grace period within 6 months* of the contract start. If the agency opts for the 3-month grace period, all policy and procedures must be followed during the 3-month period.

*If the period the incoming agency will be operating under the agreement is less than 6 months, the decision date for choosing the 3 month grace period will be the last day of the agreement.

REGIONAL OFFICE CONTACT: Area Administrators